

Annual Council Addendum



To the Members of the COUNCIL

I am now able to provide the second despatch addendum for the Annual meeting of the **COUNCIL** to be held on **THURSDAY, 28 MAY 2020** at **7.00 pm** as a Webex Remote Meeting.

John Jory
Chief Executive

Before commencement of the business of the meeting, the Mayor will call upon Councillor Jill Bray, ward Member for Tattenham Corner and Preston, to speak in tribute to former Councillor Brian Stead, who sadly passed away in April.

4. CONSTITUTION OF AN AUDIT COMMITTEE (Pages 5 - 8)

To constitute an Audit Committee of 9 Members, Politically Balanced.

5. CONSTITUTION AND MEMBERSHIP OF ORDINARY COMMITTEES 2020/21 (Pages 9 - 14)

To constitute and receive the nominations of Group Leaders for Membership of those Committees subject to Political Balance.

6. CONSTITUTION AND MEMBERSHIP OF OTHER COMMITTEES AND GROUPS (Pages 15 - 16)

To constitute and receive the nominations of Group Leaders for Membership of those Committees and Groups that are not subject to Political Balance, but are formed by convention in accordance with the principle of political balance.

7. APPOINTMENT OF ONE MEMBER TO THE SURREY POLICE AND CRIME PANEL JOINT COMMITTEE 2020/21 (Pages 17 - 18)

8. REVISED CALENDAR OF MEETINGS 2020/21 (Pages 19 - 20)

To receive and approve the Revised Calendar of Meetings for 2020/21.

This page is intentionally left blank

Agenda Item 4

Agenda Item 4

Recommendation

- i) To constitute an Audit Committee of nine Members, politically balanced.

	Nomination	Substitutes
1. Conservative	Cllr Allcard	Cllrs Blacker, Turner, Walsh.
2. Conservative	Cllr Buttironi	
3. Conservative	Cllr Foreman	
4. Conservative	Cllr King	
5. Conservative	Cllr Neame	
6. Conservative	Cllr Rickman	
7. Residents' Association	Cllr Bray	Cllrs Feeney, Harrison, Whinney
8. Green	Cllr Brown	Cllrs Essex, Sinden
9. Liberal Democrat	Cllr Kulka	Cllr Philpott

Agenda Item 4

Terms of Reference – Audit Committee

Statement of Purpose:

Our audit committee is a key component of Reigate and Banstead Borough Council's corporate governance arrangements. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.

The purpose of the audit committee is to provide independent assurance to the Council of the adequacy of the risk management framework and the internal control environment.

It provides independent review of Reigate and Banstead Borough Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective independent assurance arrangements are in place.

Internal Audit and Governance Responsibilities

1. Approve the Council's internal audit charter
2. Approve (but not direct) the Council's annual internal audit plan.
3. Receive quarterly reports to review progress in relation to the delivery of the risk-based audit plan. Seek assurance that appropriate action has been taken where necessary and give consideration to agreed management actions that have not been implemented within a reasonable timescale
4. To approve significant interim changes to the risk-based internal audit plan.
5. To consider the annual report and opinion of the Chief Internal Auditor
6. Consider the Council's corporate systems and controls, compliance with legislation and control procedures
7. To be satisfied that the authority's assurance statement, including the annual governance statement, properly reflects the risk environment and any actions required to improve it.
8. To confirm, as necessary, and monitor compliance with the Code of Corporate Governance at least annually and advise the Council or the Leader/Executive, as appropriate, on any matters it wishes to draw to their attention
9. To receive any reports received by the internal audit service provider of an external assessment as a provider that is required under the Public Sector Internal Audit Standards (PSIAS).
10. To review proposals made in relation to the appointment of external providers of internal audit services and to make recommendations.

Agenda Item 4

Statement of Accounts and External Audit Responsibilities

11. To approve appointment of the Council's external auditor, as recommended by Public Sector Audit Appointments
12. To approve the annual audit plan from the external auditor.
13. To review and approve the financial statements, external auditor's opinion and reports to members, and monitor management action in response to the issues raised by external audit.

Risk Management Responsibilities:

14. To oversee and review any issue referred to it by the Chief Executive or a Director, or any Council body against the Council's strategy towards Risk Management, Anti-Fraud and Whistleblowing Strategies, Health and Safety policies and practices and all other published standards and controls.
15. Consider the effectiveness of the authority's risk management arrangements, the control framework and seek assurance that action is being taken to mitigate those risks identified.
16. Monitor the effective development and operation of risk management in the council

Reporting

17. To submit an annual report on Audit Committee activities to the Council.

This page is intentionally left blank

Agenda Item 5

Agenda Item 5

Recommendation

- i) To constitute the Ordinary Committees of the Council and appoint their Membership for 2020/21.

Employment Committee (Politically Balanced – must include at least one Executive Member) 5 Members

	Nomination	Substitutes
1. Conservative	Cllr Brunt	Cllrs King, Schofield, Turner
2. Conservative	Cllr Lewanski	
3. Conservative	Cllr Neame	
4. Residents' Association	Cllr Bray	Cllrs Feeney, Harper, Harrison
5. Residents' Association	Cllr Whinney	

Licensing and Regulatory Committee (Politically Balanced) 12 Members

	Nomination	Substitutes
1. Conservative	Cllr Allcard	Cllrs Ashford, King, Michalowski, Sachdeva
2. Conservative	Cllr Foreman	
3. Conservative	Cllr Hudson	
4. Conservative	Cllr Kelly	
5. Conservative	Cllr Lynch	
6. Conservative	Cllr Neame	
7. Conservative	Cllr Rickman	
8. Conservative	Cllr Turner	
9. Residents' Association	Cllr Feeney	Cllrs Adamson, Harp
10. Residents' Association	Cllr Harper	
11. Green	Cllr Brown	Cllrs Essex, McKenna, Ritter, Sinden
12. Liberal Democrat	Cllr Ross	

Agenda Item 5

Overview and Scrutiny Committee (Politically Balanced – Executive Members cannot be appointed to this Committee) **15 Members**

	Nomination	Substitutes
1. Conservative	Cllr Blacker	Cllrs Allcard, Kelly, King, Michalowski, Neame, Stevens
2. Conservative	Cllr Buttironi	
3. Conservative	Cllr Foreman	
4. Conservative	Cllr Hudson	
5. Conservative	Cllr Moses	
6. Conservative	Cllr Parnall	
7. Conservative	Cllr Paul	
8. Conservative	Cllr Sachdeva	
9. Conservative	Cllr Turner	
10. Conservative	Cllr Walsh	
11. Residents' Association	Cllr Feeney	Cllrs Adamson, Bray, Whinney
12. Residents' Association	Cllr Harrison	
13. Green	Cllr Essex	Cllrs Brown, McKenna, Ritter
14. Green	Cllr Sinden	
15. Liberal Democrat	Cllr Philpott	Cllr Kulka

Planning Committee (Politically Balanced) **15 Members** – Membership should be broadly representative of the geographic coverage of the Borough (excluding Members of the Executive).

	Nomination	Substitutes
1. Conservative	Cllr Blacker	Cllrs Allcard, Foreman, Moses, Neame, Paul, Rickman
2. Conservative	Cllr Hudson	
3. Conservative	Cllr Kelly	
4. Conservative	Cllr King	
5. Conservative	Cllr Michalowski	
6. Conservative	Cllr Parnall	
7. Conservative	Cllr Sachdeva	
8. Conservative	Cllr Stevens	
9. Conservative	Cllr Turner	
10. Conservative	Cllr Walsh	
11. Residents' Association	Cllr Bray	Cllrs Adamson, Feeney, Harper, Harrison, Whinney
12. Residents' Association	Cllr Harp	
13. Green	Cllr McKenna	Cllrs Brown, Essex, Sinden
14. Green	Cllr Ritter	
15. Liberal Democrat	Cllr Kulka	Cllr Ross

Agenda Item 5

Standards Committee (5 Members – Politically balanced, together with non-voting co-opted Members).

	Nomination	Substitutes
1. Conservative	Cllr Neame	Cllrs Brunt, Turner, Walsh
2. Conservative	Cllr Michalowski	
3. Conservative	Cllr Rickman	
4. Residents' Association	Cllr Harrison	Cllr Whinney
5. Green	Cllr McKenna	Cllr Essex
6. HTC	Cllr David Powell	-
7. S&SPC	Cllr Mark Lodge	-

Agenda Item 5

Note:

- a) the Council is required to make appointments to Committees in accordance with statutory political balance requirements and to give effect to the wishes of political groups;
- b) substitute Members can be appointed to the Overview and Scrutiny, Employment, Licensing and Regulatory, Planning, and Standards Committees. The Council's Constitution provides for no limitation on the number of substitutes but Executive Members cannot be appointed in respect of the Overview and Scrutiny Committee or Planning Committee. The Constitution also indicates that Group Leaders will be expected to ensure that nominated substitutes have received appropriate training on the role and functions of the relevant Committee.)

Allocation of seats on Committees 2020/21

Ordinary Committees (No. of Seats (Available))	Conservative	Residents Association	Green	Liberal Democrat	Allocated Total
Planning (15)	10	2	2	1	15
Overview & Scrutiny (15)	10	2	2	1	15
Licensing and Regulatory (12)	8	2	1	1	12
Audit (9)	6	1	1	1	9
Employment (5)	3	2	0	0	5
Standards (5)	3	1	1	0	5
Columns Totals:	40	10	7	4	61
Entitlement to Seats on Ordinary Committees	40	10	7	4	61

13

This page is intentionally left blank

Agenda Item 6

Agenda Item 6

Recommendation

- i) **To appoint Members to the Reigate Local Committee of Surrey County Council for 2020/21**
- ii) **To constitute and appoint the Membership of the Governance Task Group for 2020/21**

Surrey County Council Local Committee (Politically Balanced but NOT part of the political balance calculations for Reigate and Banstead Borough Council. Nominees should not also be County Councillors). **10 Members**

Nomination	
1. Conservative	Cllr Ashford
2. Conservative	Cllr Blacker
3. Conservative	Cllr Brunt
4. Conservative	Cllr Foreman
5. Conservative	Cllr Schofield
6. Conservative	Cllr Turner
7. Residents' Association	Cllr Adamson
8. Residents' Association	Cllr Whinney
9. Green	Cllr Ritter
10. Liberal Democrat	Cllr Kulka

Governance Task Group (Politically Balanced but NOT part of the political balance calculations for Reigate and Banstead Borough Council) (**9 Members**)

Nomination	
1. Conservative	Cllr King
2. Conservative	Cllr Moses
3. Conservative	Cllr Parnall
4. Conservative	Cllr Rickman
5. Conservative	Cllr Schofield
6. Conservative	Cllr Walsh
7. Residents' Association	Cllr Harrison
8. Green	Cllr Essex
9. Liberal Democrat	Cllr Kulka

Agenda Item 6

Note:

- a) the Borough Council representatives are to be appointed onto the Local Committee but no substitute members.
- b) The Governance Task Group is not an Ordinary Committee for the purposes of nominations, however political balance has been applied by convention. No substitutes members.

Agenda Item 7

Agenda Item 7

Recommendation

- i) **That Councillor Lewanski be appointed as the Council's representative on the Police and Crime Panel Joint Committee for 2020/21.**

This page is intentionally left blank

Agenda Item 8

Agenda Item 8

Recommendation

- i) That the revised Calendar of Meetings for 2020/21 be agreed.

This page is intentionally left blank

Revised Calendar of Meetings 2020/21

Meeting	Time	May 2020	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2021	Feb	Mar	Apr
Audit Committee	7:00pm			16		9		26				11	
Council	7.30pm	28		30		24			10		11		8
Commercial Ventures Executive Sub Committee	6.30pm	11	4			17		5		28		25	
Employment Committee	7.00pm		24			15			15			31	
Executive	7.30pm		4, 25	28		17		19	17	28		25	
Governance Task Group	6.00pm		11			10		19		21		18	
Licensing & Regulatory	7.30pm		3										
Overview & Scrutiny	7.30pm		11			10			9*	21		18	
Planning Committee	7.30pm	20	10	8 29		2 30	28	25	16	20	17	17	14
Standards Committee	7.00pm		11										

Notes

- a) *Budget Scrutiny Panel – note the intention to hold BTP and O&S Committee on the same evening, with one commencing at 18:30
- b) Governance Task Group & Budget Task Panel are shown, but are not public meetings.
- c) The start time indicated is for the first meeting of each body only. At the first meeting of each body, the Membership will be asked for their preferred start time.

This page is intentionally left blank